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**Subject: Vendor Closings**

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Effective Date: October 1, 2006

Revised from:

**Policy:** Authorized WIC vendors shall give the SA written notice of the vendor's permanent or short-term temporary closure within fifteen (15) calendar days before the actual closure date. Failure to notify the SA in writing of such a closure may result in the SA taking administrative action, including terminating for cause the vendor's WIC authorized stamp.

A short-term temporary closure is defined as the vendor being closed for more than 15 consecutive calendar days. Natural disasters including but not limited to, fire, tornado, storm damage are exempt from written notification.

**Reference: 7 CFR Part 246.12**

**Procedure:**

1. Permanent Closing

a. When the SA receives notification that a vendor will cease participation due to a permanent closing, a termination letter from the Kansas WIC program will be initiated. The SA shall:

- (1) Notify the LA in writing of the vendor's intent to cease participation as a WIC authorized vendor due to permanent closing;
- (2) Schedule and execute the removal of the vendor from the master list of active vendors and enter a "Stop Banking Date" two (2) weeks after the closure date in the KWIC system;
- (3) Notify the vendor of the effective date of termination from the WIC program. This letter will include the "Stop Banking Date" so the vendor can be sure to submit all checks for payment prior to that date, including information regarding the return of the authorized WIC vendor stamp and;
- (4) Resolve and act upon all vendor requests for extension or pending Administrative Appeal Hearings and/or Reviews prior to removing a vendor's WIC authorization stamp.

2. Short-Term Temporary Closing

The short-term temporary closing of a vendor, for purposes of this policy, is defined as:

The vendor is closed for business more than fifteen (15) calendar days but less than sixty-one (61) calendar days due to repairs and/or renovations, sanitation violations, property access restrictions, or temporary barriers.

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- a. The written notice the vendor sends to the SA must include either an actual or projected start date and end date of the short-term temporary closure and the address and active telephone number to contact the owner during the short-term or temporary closure.
- b. When the SA receives notification that a vendor is temporarily closing, the SA shall:
  - (1) Notify the LA in writing of the vendor's intent to temporarily cease participation as a WIC authorized vendor due to a temporary closing.
  - (2) Schedule and execute the removal of the vendor from the master list of active vendors and enter a "Stop Banking Date" two (2) weeks after closure date in the KWIC system.
  - (3) Notify the vendor of the effective date of temporary cessation from the WIC program. This letter will include the "Stop Banking Date" so that the vendor can be sure to submit all checks for payment prior to this date.
- c. Vendors shall give the SA advanced written notice, at least seven (7) calendar days, to request a vendor's WIC authorization be reactivated after a temporary closure.
- d. A LA staff member must evaluate the vendor as a new vendor to ensure the vendor's prices qualify for continued authorization, as outlined in VEN 02.00.00 (Authorization Process for New Vendors).
- e. When the SA receives the evaluation information from the LA and there is no change in ownership or key vendor personnel, the SA shall:
  - (1) Review the documentation submitted by the LA and determine if selection criteria is met.
  - (2) Notify the vendor in writing of the decision to reinstate the vendor's authorization or deny the vendor's authorization.
  - (3) If approved for reinstatement, ensure the vendor is authorized in the KWIC system. The vendor will be assigned the vendor's previous WIC authorization number.